

YOUTH SERVICES POLICY

Title: Educational and Work Experience Incentive Program Next Annual Review Date: 03/24/2011	Type: B. Classification, Sentencing and Service Functions Sub Type: 7. Education Number: B.7.2
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References: ACA Standards 2-CO-5A-01 (Administration of Correctional Agencies), 4-JCF-5D-05, 4-JCF-5D-06, 4-JCF-5D-08, 4-JCF-5D-12; 4-JCF-5H-01, 4-JCF-5H-02, 4-JCF-5H-03, and 4-JCF-5H-04 (Performance-Based Standards for Juvenile Correctional Facilities); LSA-R.S.15:905, 23:161, 23:162, 23:166, 23:211, 23:241; U.S. Dept. of Labor Occupational Safety and Health Act of 1970 (OSHA); Youth Services Policies B.5.2 "Imposition of Restitution", B.7.1 "Educational Policy", B.8.8 "American With Disabilities Act", B.9.1 "Youth Welfare Fund", B.9.3 "Youth Banking", C.2.3 "Searches of Youth", and C.2.7 "Youth Drug/Alcohol Testing Program";	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 03/24/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La.R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To provide youth the opportunity to acquire employability skills, and to develop a good work ethic through employment in on-campus and off-campus jobs, and to provide pay incentives for accomplishment of specific academic goals; and to integrate restorative justice by assessing a percentage of a youth's incentive compensation in order to make payment toward restitution.

III. APPLICABILITY:

Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Deputy Undersecretary, Facility Directors, Principals, and all OJJ secure care youth.

IV. POLICY:

It is the Deputy Secretary's policy that there shall be an Educational and Work Experience Incentive Program to provide educational incentives, job training and work opportunities to youth in secure facilities to facilitate their reintegration into the community as responsible citizens upon release from commitment.

V. DEFINITIONS:

Education Program Coordinator (EPC) - An educational employee appointed by the Principal who is charged with the responsibility of initial start up, coordination and oversight of the Educational Incentive Program.

Global Positioning System (GPS) – Active – A constellation of orbiting satellites put in place by the US Military, and now used for many tracking services. In the OJJ application of GPS, a youth shall wear a GPS receiving device, most likely an ankle bracelet, which will allow a remotely-located person to monitor the youth's exact location 24 hours a day, seven (7) days a week.

Off-Campus Work Program Board of Directors (Work Program Board) - A Board of Directors at each facility where youth are participating in the Off-Campus Work Incentive Program, who shall meet twice a month to discuss the progress of youth working off campus, and shall meet as necessary to consider requests for new youth off-campus workers, and who shall make final decisions regarding off-campus youth placement, except for those youth adjudicated for offenses falling under Children's Code Article 897.1 as noted in Section IX of this policy. The Board shall be comprised of the following members:

- 1) Facility Director
- 2) Principal/Assistant Principal
- 3) Work Program Coordinator (WPC)
- 4) Vocational Education Teachers
- 5) SSD Regional Coordinator (*if applicable*)
- 6) Youth's Probation Officer
- 7) Program Manager
- 8) Youth's assigned Case Manager

Off-Campus Worksite Supervisor - Worksite supervisor responsible for supervising and evaluating youth working off-campus.

On-Campus Worksite Supervisor - An employee who supervises and evaluates youth working on campus.

Restitution-court-ordered - Money that a youth has been ordered to pay by a court.

Restitution-owed to the facility - Money a youth has been ordered to pay through the disciplinary process to reimburse the facility for financial loss due to his misconduct.

SCR/Contren modules - Student competency record as established by a particular trade/Contren Learning Series provides the training curricula in more than 30 trades. Contren modules are groupings of classes vocational students must complete to receive credentials in their trade that are nationally recognized.

Work Placement Staffing – A staffing held to place, remove or reassign youth in the on-campus work program. Required participants are as follows:

Work Program Coordinator (WPC)
On-Site Worksite Supervisor
Program Manager
Case Manager

Work Program Coordinator (WPC) – An employee appointed by the Director, after receiving recommendations from the Principal, who shall be supervised by the Director/designee, and who is charged with the responsibility of initial start up, coordination and oversight of the Work Incentive Program.

Youth Portfolio - the portfolio is used as a purposeful collection of student work that exhibits the student's efforts, progress and achievements in one or more areas.

VI. EDUCATIONAL INCENTIVE PROGRAM:

The Educational Incentive Program encourages youth to accomplish certain educational goals through participation in the Directors' Club, which offers recognition, participation in special activities and rewards.

A. Eligibility

1. Youth enrolled in the GED program;
2. Youth earning Carnegie units;
3. Youth enrolled in vocational programs; or
4. Youth enrolled in an educational/training program leading to college course work; or
5. Youth earning a certificate of achievement.

B. Enrollment

Enrollment applications for the Educational Incentive Program [Attachment B.7.2 (a)] shall be made available to youth in all living areas and schools. Completed applications are to be turned into the EPC, who shall verify the youth's eligibility to enroll. Upon verification the youth shall be entered into the program.

C. Youth Progress

Youth progress, including accomplishments and verification of accomplishments, shall be monitored and reported by the EPC on the Educational Incentive Program Tracking Form [Attachment B.7.2 (b)] to the Principal.

D. Verification of Education Goals

Youth enrolled in eligible educational programs who meet the goals outlined below will be entitled to participate in the Director's Club once written verification / certification is received. Verification of a youth's accomplishments must accompany the Educational Incentive Program Tracking Form and be maintained in the youth's portfolio. Required verifications/certifications are as follows:

1. For youth enrolled in the GED program or earning Carnegie units, passing the GED test or earning a high school diploma.
2. For youth enrolled in vocational programs, completion of programs/certifications such as: completion of major components of the Student Competency Record (SCR) as established by the respective trade, completion of content modules, or attainment of other nationally recognized certifications. Other achievements may be recognized at the discretion of the Facility Director.

E. Director's Club Activities

With the approval of the Director, the EPC shall develop and implement programs which recognize youth for accomplishment of educational goals. Special activities such as off campus trips to colleges or trade schools should be provided when possible. Contingent upon resources, small gifts or monetary rewards may also be available.

F. Program Availability

Not all programs and opportunities are available at all facilities due to restrictions imposed by funding, grants, physical plant, and community participation. The Directors' Club activities and rewards are based on the availability of resources.

VII. ON-CAMPUS WORK INCENTIVE PROGRAM:

The On-Campus Work Incentive Program provides youth with the opportunity to acquire marketable skills, necessary work habits and work experience. Incentive payments will be made based on available resources. All OJJ secure care youth, who have received their GED, high school diploma, or certificate of achievement, are eligible for this program, subject to the screening and placement requirements in Section C.

A. Hours and Compensation

1. Louisiana Law provides that youth under the age of 16 may be permitted to work 8 hours per day or no more than 40 hours per week after school hours and during non-school days.
2. Louisiana Law provides that youth 16 years of age and older may work any number of hours per day and per week.
3. Compensation to youth may be in the form of wages, learning a skill or gaining work experience.
4. Beginning wages shall be five (.5) cents per hour, and through merit raises, may increase to a maximum of ten (.10) cents per hour. Merit raises of one (1) cent per hour may be awarded upon the recommendation of the work site supervisor, with the approval of the Work Program Coordinator (WPC) and Director. Payment of wages and merit raises are contingent upon available resources. If compensation is through the payment of wages, hourly payments shall range from .5 to .10 cents per hour.
5. Incentives paid shall be deposited in accordance with the procedures established in YS Policy No. B.9.3 "Youth Banking".

B. Job Announcements and Applications

1. Job Announcements [Attachment B.7.2(c)] shall be developed by potential worksite supervisors and the WPC. All Job Announcements shall be approved by the Facility Director prior to posting.
2. Job Announcements and the Work Experience Incentive Program Application forms [Attachment B.7.2(d)] shall be posted in all living areas and schools.

C. Application Review and Placement

1. The WPC shall conduct an initial review of a youth's application to participate in the On Campus Work Incentive Program, and shall provide copies of the youth's application to the persons attending the Work Placement Staffing. The copies shall be distributed prior to the staffing to facilitate review of the application.
2. A Work Placement Staffing shall be held to discuss and reach a consensus concerning the youth's placement in the On Campus Work Program. The youth shall be in attendance at this staffing.
3. The outcome of the staffing shall be forwarded to the Director for final approval.

D. Medical Clearance

All youth must receive medical clearance prior to beginning work. Medical clearance is defined as "the clinician has found the youth to be physically fit, emotionally stable, and the work does not interrupt the youth's prescribed daily medication schedule". The medical clearance shall be documented in the youth's medical record and a copy sent to the WPC for filing with the youth's application, utilizing the Medical Clearance Form [Attachment (e)].

E. Youth's Notification

1. A completed Youth Notification Form [Attachment B.4.9(f)] confirming a youth's placement in a particular job, following medical clearance, shall be sent to the youth, the worksite supervisor, the youth's assigned counselor, the dorm leader assigned to the

youth's living area, and the youth's portfolio within five (5) working days.

2. A completed Youth Notification Form shall also be sent to those youth who timely applied and were not selected to participate within five (5) day

F. Work Program Agreement

An orientation, conducted by the worksite supervisor, shall be held on the youth's first day of work. A Work Program Agreement form [Attachment B.9.4(g)] shall be signed by the youth and worksite supervisor. The original document shall be maintained by the WPC, with a copy placed in the youth's portfolio.

G. Weekly Performance Evaluation and Incentive Schedule

1. The worksite supervisor shall complete a Weekly Performance Evaluation form [Attachment B.9.4(h)], documenting how the youth has functioned in his job, along with a Youth Work Incentive Schedule form [Attachment B.9.4(i)] and forward these documents to the WPC on a weekly basis. The Work Program Coordinator shall forward the Youth Incentive Schedule to the facility business office for calculation and processing of the youth's incentive payment. Payments to the youth shall be made from the Youth Welfare Fund in accordance with the guidelines outlined in YS Policy No. B.9.4 "Youth Banking".
2. Copies of all evaluation forms, hours worked, and any other documentation related to performance and pay shall be maintained by both the worksite supervisor and the WPC, with copies placed in the youth's portfolio.
3. A poor performance evaluation as documented on the worksite supervisor's Weekly Performance Evaluation Form shall result in a documented conference between the WPC, the worksite supervisor, the youth, and the youth's assigned case manager. Youth may be subject to removal from the program or reassignment if the behavior does not improve by the next weekly evaluation report.

H. Removal from Job

1. A worksite supervisor, the WPC, the youth's case manager or the dorm leader assigned to the youth's living area may request removal of a youth from a job assignment by completing a Work-Site Removal Request [Attachment B.9.4(j)] and submitting it to the WPC. The request shall be heard within two (2) working days of receipt of the Work-Site Removal Request at a Work Placement Staffing, which the youth shall attend. If a youth is removed from a job assignment as a result of a staffing or due to poor performance evaluations, a new job assignment shall not occur again for a minimum of fourteen (14) days. If the reason for removal was based on a Major Violation Report or a serious incident, the youth shall not be eligible for job reassignment for ninety (90) days.
2. A youth may request the WPC remove him from a current job assignment and/or consider him for another job reassignment by completion of a new Youth Work Application form.

I. Life Skills Instruction

Instruction and discussion/activities about life skills shall be incorporated into the LaMod process.

VIII. OFF-CAMPUS WORK INCENTIVE PROGRAM

The Off-Campus Work Incentive Program provides work training opportunities with public or private entities and businesses for youth who have obtained a GED or received a high school diploma, with the goal of acquiring necessary work habits, development of marketable skills, work experience and pay incentives.

A. Eligibility

1. Youth who have obtained a GED or high school diploma.
2. Written permission has been obtained from a parent/guardian for youth under the age of 18.
3. Youth who have demonstrated a willingness and ability to work at locations off of the facility grounds without posing a safety risk to individuals and/or the community, and who are otherwise qualified.
4. Youth who are not under investigation for or have a detainer pending legal charges.
5. Youth who are not deemed to be a high risk for runaway or escape and/or engaging in additional criminal conduct.

B. Hours and Compensation

1. Louisiana Law provides that youth under the age of 16 may be permitted to work 8 hours per day or no more than 40 hours per week after school hours and during non-school days.
2. Louisiana Law provides that youth 16 years of age and older may work any number of hours per day and per week.
3. Compensation to youth may be in the form of wages paid by the employer, learning a marketable skill or gaining work experience.
4. Wages shall be deposited in accordance with the procedures established in YS Policy No. B.9.3 "Youth Banking".
5. Wage statements reflecting earnings and available funds shall be provided to the youth following each transaction, detailing balances for drawing accounts, savings accounts and restitution payments.

C. Work Prohibitions (La. R.S. 23:161)

1. Louisiana Law prohibits minors from being employed in the following occupations:
 - a. Hazardous operations or more than 12 feet above the ground or floor.
 - b. With certain dangerous power-driven machinery, punch presses, milling machines, circular saws, radial saws, etc.
 - c. Any job or site that is hazardous or injurious to life, health, safety or welfare.
2. Employer must comply with the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) Standards.

D. Job Announcements and Applications

The WPC shall locate suitable job openings through contacts, web searches, and other means as appropriate. Job Announcements, Applications, and eligibility requirements for off-campus jobs shall be posted in all living areas and schools.

E. Application Screening and Placement

1. The WPC shall conduct an initial screening for appropriateness of a youth's participation in the Off-Campus Work Incentive Program by completing the Screening/Approval Request [B.7.2 (k)]. Factors such as age, completion of educational requirements, interest, degree of motivation, information gained from youth's assigned case manager and the dorm leader assigned to the youth's living area, as well as adjudication information, shall be documented. The WPC shall forward each youth's application with his screening report to the members of the Work Program Board for their review prior to the next scheduled meeting.
2. The Work Program Board shall meet as needed to make recommendations concerning job placement for youth. The Board discussions shall include topics addressed during staffings for furloughs/early release such as the following:
 - a. Is youth on minimum or medium custody level at first quarterly staffing and has a low or moderate offense on the Severity of Offense Scale;
 - b. Is youth on minimum or medium custody level at the second quarterly staffing if offense is a high or highest offense on the Severity of Offense Scale;
 - c. Has youth made progress on identified treatment needs;
 - d. Has youth received a violation report for, and been found guilty of, a Major Code of Conduct Violation within the last 90 days for:
 - 1) Assault or Threats of Assault (Youth/Youth);
 - 2) Assault or Threats of Assault (Youth/Staff);
 - 3) Contraband (only a positive drug screen or weapon);
 - 4) Escape;
 - 5) Threats and Intimidation; or
 - 6) Gang/gang-like organization/activity.
3. The Work Program Board shall forward its recommendation to the Deputy Secretary/designee who shall make the final decision for OJJ regarding job placement **except for those youth adjudicated for an offense under Children's Code Article 897.1 (See Section IX.) or for a sex offense for which the youth is required to register (See Section X.).**

4. The WPC shall schedule an interview with prospective employers and prospective youth to discuss work prohibitions, work assignments, evaluation processes, progressive discipline procedures and security procedures.

F. Medical Clearance

Youth must have medical clearance prior to beginning work. Medical clearance is defined as “the clinician has found the youth to be physically fit, emotionally stable, and the work does not interrupt the youth’s prescribed daily medication schedule”. Medical clearance shall be documented in the youth’s medical record and a copy sent to the WPC for filing with the youth’s application, utilizing the Medical Clearance Form [Attachment (e)].

G. Youth’s Notification

1. A completed Youth Notification Form confirming a youth’s placement in a particular job, following medical clearance, shall be sent to the youth, the parent/guardian, the worksite supervisor, the youth’s assigned counselor, the dorm leader assigned to the youth’s living area, and the youth’s portfolio within five (5) working days.
2. A completed Youth Notification Form shall also be sent within five (5) days to those youth who timely applied and were not selected to participate.

H. Work Program Agreement

A youth orientation shall be conducted, while the WPC is on-site, by the worksite supervisor on the youth’s first day of work. The Work Program Agreement form shall be completed following the orientation by the youth, the worksite supervisor and WPC. The original agreement shall be maintained by the WPC, with a copy placed in the youth’s portfolio.

I. Weekly Performance Evaluation and Incentive Schedule

1. The worksite supervisor shall complete a Weekly Performance Evaluation Form, documenting how a youth has functioned in his job, along with a Youth Work Incentive Schedule form and forward these documents to the WPC on a weekly basis. The WPC shall forward the Youth Incentive Schedule to the facility business office

for calculation and processing of the youth's incentive payment if applicable. Payments to the youth's account shall be made in accordance with the guidelines outlined in YS Policy No. B.9.4 "Youth Banking".

2. Copies of all evaluation forms, payroll work hours, and any other documentation related to performance and pay shall be maintained by both the worksite supervisor and the WPC, with copies placed in the youth's portfolio.
3. A poor performance evaluation as documented on the worksite supervisor's Weekly Performance Evaluation form, shall result in a documented conference between the WPC, the worksite supervisor, the youth, and the youth's assigned case manager. Youth may be subject to removal from the program or reassignment to an on-campus work detail if the behavior does not improve by the next weekly evaluation report.

J. Removal from Job

1. A worksite supervisor, the WPC, the youth's case manager or the dorm leader assigned to the youth's living area may request removal of a youth from a job assignment by completing a Work-Site Removal Request. This request is to be submitted to the WPC. The request shall be heard at a meeting of the Board, which the youth shall attend, within two (2) working days of receipt of the Work-Site Removal Request. If a youth is removed from a job assignment as a result of a staffing or due to poor performance evaluations, a new job assignment shall not occur again for a minimum of fourteen (14) days. If the reason for removal was based on a Major Violation Report or a serious incident, the youth shall not be eligible for job reassignment for ninety (90) days.
2. A youth may request the WPC remove him from a current job assignment and/or consider him for another job reassignment by completion of a new Youth Work Application Form.

K. Life Skills Education

Instruction and discussion/activities about life skills shall be incorporated into the LaMod process.

L. Risk Management Procedures

1. Youth shall be fitted with an active Global Position System (GPS) for tracking and monitoring purposes.
2. Youth shall report to the WPC at the beginning and end of each work day for placement and removal of the GPS tracking system on their person.
3. The WPC shall be responsible for monitoring of the GPS tracking system for each youth on a daily basis and maintaining all reports.
4. A weekly GPS tracking report for each applicable youth shall be compiled and forwarded to the Director for review.
5. Facility search procedures for youth shall be completed on a daily basis for all participating youth in accordance with YS Policy No. C.2.3.
6. Facility staff shall transport youth back and forth to their job site each day.
7. Any security problems noted for steps 1 – 6 above shall immediately be brought to the attention of the Director.

IX. OFF-CAMPUS WORK INCENTIVE PROGRAM FOR YOUTH ADJUDICATED UNDER CHILDREN'S CODE ARTICLE 897.1

All steps in Section VIII above must be adhered to for those youth adjudicated under Children's Code Article 897.1 seeking placement in an off-campus work incentive program. Youth adjudicated for Aggravated Rape who are required to register as a Sex Offender, must also comply with Section X. below.

Additionally, the youth's application must go through the following steps:

- A. Approval from both the Off-Campus Work Program Board of Directors, as well as the Deputy Secretary/designee must be granted utilizing the Screening/Approval Request form.
- B. Following approval of the Deputy Secretary/designee, a Notice to the Court and District Attorney of the Work Incentive Program Furlough utilizing the "Off-Campus Work Incentive Program Screening / Approval Request" [Attachment (k)], shall be sent to the judge sentencing the youth

for the Ch.C. Art. 897.1 offense, and also include a progress report containing the following:

1. Educational/vocational information;
2. Amount/percentage of time served for adjudicated commitment;
3. Current custody level;
4. Treatment progress;
5. Parental/guardian involvement or contact attempts in youth's treatment.

- C. The Judge and District Attorney must approve the work furlough for the youth to leave the grounds. If the District Attorney objects, the OJJ attorney shall request that a contradictory hearing be set in the matter.

X. OFF-CAMPUS WORK INCENTIVE PROGRAM FOR YOUTH ADJUDICATED DELINQUENT FOR A SEX OFFENSE FOR WHICH THE YOUTH IS REQUIRED TO REGISTER

All steps in Section VIII above must be adhered to for those youth seeking placement in an off-campus work incentive program who have been adjudicated delinquent for a sex offense for which the youth is required to register.

Additionally, the youth's application must go through the following steps to be approved:

- A. Approval from both the Off-Campus Work Program Board, as well as the Deputy Secretary/designee must be granted utilizing the "Off-Campus Work Incentive Program Screening / Approval Request".
- B. Following approval by the Deputy Secretary/designee, the Central Office Furlough Coordinator shall notify the Louisiana Bureau of Criminal Identification and Information (Bureau) of the work furlough by completing and faxing the "Notification of Granting of Off-Campus Work Incentive Program Furlough" [Attachment (I)], to the Bureau **48 hours prior to** the youth reporting to the off-campus worksite. The notification and proof of its transmission shall be maintained by the Central Office Furlough Coordinator with copies forwarded to the WPC and the Director.

XI. DRUG SCREENING:

Periodic drug screens shall be conducted in accordance with Youth Services Policy C.2.7 or at the discretion of the Director.

XII. RESTITUTION:



Incentive payments made to a youth are subject to the payment of restitution assessed through the disciplinary process in accordance with Youth Services Policy B.5.2 and/or by order of the court for restitution.

XIII. PROGRAM REPORT:

An annual report shall be prepared by both the Education Program Coordinator and the Work Program Coordinator and submitted to the Deputy Secretary/designee. The report shall include the number of youth who have participated in the program, the number of job assignments, job assignment duration, educational and worksite incentive amounts paid, and restitution payment amounts.



Previous Regulation/Policy Number: N/A

Previous Effective Date: N/A

Attachments/References:  B.7.2 (a) Youth Application.doc  B.7.2 (b) Tracking Form.doc

 B.7.2 (c) Announcement of Job Opening.doc  B.7.2 (d) Application.doc  B.7.2 (e) Medical Clearance Form.doc

 B.7.2 (f) Youth Notification.doc  B.7.2 (g) Work Agreement.doc  B.7.2 (h) Weekly Performance Evaluation.doc

 B.7.2 (i) Youth Work Incentive Schedule.doc  B.7.2 (j) Worksite Removal Request.doc

 B.7.2 (k) Screening and Approval Request.doc  B.7.2 (l) Notification - Off-Campusdoc

 R S 23241 Minor Labor Law Placard.pdf